HOST AGENCY MONITORING RESPONSIBILITIES

- *Host Agency Accountability*
- *Timely Safety Checks*
- *Documentation*

Minimal Requirements

- Formal Annual Monitoring
  - Standard monitoring form used
  - Formal report written
  - Written Follow-up on any needed corrective actions
- Annual Safety Assessment
  - Standard assessment form used
  - Formal written report on file
  - Written Follow-up on any needed corrective actions

Host Agency Monitoring Requirements

Host Agency Monitoring

- Should be conducted under a monitoring schedule

- Additional reviews should be conducted on an as-needed basis

- Host Agency Agreement and participant IEP are the basis of the monitoring visit

Effective Monitoring

- Recognizes the positive practices of the host agency -- participant skill training and personal development

- Offers technical assistance when issues of non-compliance are recognized

- Allows sufficient time for corrective action

- Ensures implementation of IEP action steps

REASONS FOR MONITORING MORE FREQUENTLY

- Information concerning possible abuse
- Poor participation development
- Change in Host Agency Supervisor
- Delinquent or inaccurate submittal of time cards and responses to other requirements (e.g. in-kind reports, performance evaluations)
- serious budget reductions, RIFs, or other maintenance of effort concerns

What to look for / discuss:

- Compliance with host agency agreement
- Supervision and participant training
- Participant progress in learning tasks in position description and/or overcoming personal barriers
- Ability to hire
- Notification of pending participant rotation (when appropriate)

What Happens After the Monitoring Visit?

- Monitor prepares a report identifying findings
- PD notifies Host Agency of any findings or problem areas by letter
- Host Agency required to correct identified deficiencies within the time frame identified/agreed upon
- Follow-up re: corrective action noted in the file

ANNUAL SAFETY EVALUATIONS

When are they done?

- Prior to signing the initial Host Agency agreement
- Annually thereafter
  - Consider separating the safety evaluation from the required annual formal monitoring

Types of Safety Evaluations Requiring Documentation

- Host Agency Safety – General
  - Prior to signing agreement
- Assignment Hazard Assessment
  - When a new participant assignment is developed
- Accident Investigation
- Documentation must include the results and any follow-up required

What To Look For

- Slip, trip, fall hazards
- Chemicals
- Lifting, pulling etc. requirements or expectations
- Machinery, tool or equipment hazards
- Heat/temperature
- Flammability/fire hazards
- Exposure to electrical current
- Health concerns

Other Considerations

- Do all participants and host agencies know what to do in case of accident?
  - Policies and procedures
  - Who to call, when
- Is staff responsible for onsite safety evaluations trained?
  - Policies and procedures
  - How and what to document
  - How and when to follow-up